

How to File a Paper Document

Submitting Paper Documents

Before submitting hard copy documents to the USITC, you must enter information into EDIS CBIS to generate Cover Sheets for each hard copy document. The Cover Sheet contains information related to the filing and is used as the basis for document indexing. The Cover Sheet has a bar code printed on it to match the scanned image with the correct indexing information. EDIS CBIS will generate the bar code from the assigned Document ID number. Print the cover sheet and submit it with the paper document to USITC, Dockets Office, Room 112, 500 E Street, SW, Washington, DC 20436.

To file paper documents with USITC, the submitter must be a registered user with a valid userid and password.

To submit paper documents to USITC:

1. Open your web browser. Enter the USITC URL, <http://www.usitc.gov>. Select "Electronic Document Information System (EDIS) and Electronic Docket" on the Tools and Links menu.
2. Select EDIS CBIS. The EDIS CBIS Home page appears.
3. Click the Login hyperlink. The EDIS Login page appears.
 - a. Enter your User ID in the Username field. Enter your password in the Password field.
 - b. Click the Login button. EDIS CBIS Main Page appears.
4. Click the Paper Documents link. The "EDIS Document Submission for Hard Copy Filings" page appears.
5. Enter information in all required fields. All fields are required unless specified as "optional."
 - a. The submitter information is extracted from the user's registration information. If the user's information is incorrect, please contact the EDIS System Administrator at (202) 205-EDIS (3347) to update your profile, prior to submitting the documents.
 - b. Enter the information in the Filed on Behalf of: field. For internal USITC users, this will default to your registered Office/Division, and it can be changed if you are submitting documents on assignment to a different Office.
 - c. Click Find Investigation to search for, and select the proper investigation. The Investigation Phase and Area of Interest will be filled based on your selection of Investigation.
 - d. If you are requesting a new investigation, click New Request, and the appropriate fields will be marked "New Request" for submission.
 - e. The Document Type list will be filtered based on the Area of Interest for the investigation.

- f. Enter the security level of the document being filed. External users will be able to submit Public or Confidential Documents. Internal users will be able to set any security level available.
 - g. The document date will be set to today's date for external users, and will be defaulted to today's date for internal users. Internal users may adjust the document date if needed. A calendar is available to locate and select the date. The Document Date is the date the document was written, and does not imply the date the document was accepted into EDIS.
 - h. The APO Release flag may be checked for internal users, if the document will be printed under the APO Release.
- 6. Click Create Cover Sheet. The information entered on "EDIS Document Submission for Hard Copy Filings Confirmation" page will be displayed. Verify the contents, in particular, that the investigation number and the security level are accurate. Click Accept Information. If any errors are noticed, click Make Changes to correct the entries. If you wish to cancel submission totally, click on Cancel.
- 7. The "EDIS Cover Sheet to Accompany Hard Copy Submission" screen will be displayed, with a formatted bar code.
- 8. Print the EDIS Cover Sheet and submit it, along with your paper documents, to USITC, Dockets Office, Room 112 at 500 E. Street S.W., Washington, D.C. 20436.

After the document has been scanned and checked to make sure it complies with USITC rules, USITC will send an e-mail notification that the document has been accepted for filing.